

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

OTE 87-9082

17 April 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Directorate of Administration  
Rotation Program

REFERENCE: Memo fm DDA, dtā 24 Mar 87, Same Subject

1. The Office of Training and Education (OTE) has always supported rotational assignments. We believe that such assignments not only contribute to an employee's overall effectiveness and development; but they also provide a useful way for an office, such as OTE, to stay in touch with the rest of the Agency. Our commitment to this belief is manifested in the fact that we have [ ] MT careerists, in grades ranging from GS-07 through GS-15, currently serving throughout the Agency. We welcome the opportunity to participate in a focused, directorate-wide program.

2. We have identified four officers who meet the criteria and who would benefit from rotational assignments. The GS-14 officers are: [ ] --currently available for reassignment (we are currently looking into rotational possibilities for [ ] and, [ ] --available fall of 1988. The GS-13 officers are: [ ] --available fall of 1987; and [ ] [ ] --available fall of 1987.

3. OTE has a number of positions which we feel would be excellent rotation assignments for other DA careerists. As you well know we rely heavily on rotational officers, particularly from the DO and DI, to serve as instructors for operations training and training for analysts. We have similar, urgent needs for rotational officers to serve as instructors in other positions, particularly management and personal security training. We would welcome some DA careerists to serve in those jobs. Those positions are available now and have been so identified at the top of our list by an asterisk. We feel strongly that there is no better way for an individual to learn what OTE is all about than to get involved in the classroom training activity. The other positions on the following list are occupied at present but would be suitable for a rotational officer at an appropriate time in the future:

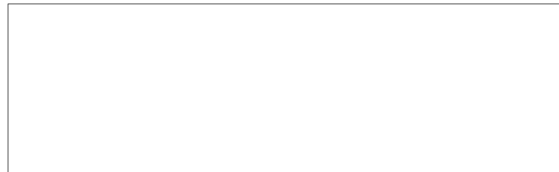
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- \* - Instructor, Management Training Branch, Leadership Development Division
- \* - Instructor, Personal Security Branch, Washington Operations Training Division
- \* - DA Counselor, Career Training Division
  - Chief, Training Support Division
  - Chief, External Training Branch, Training Support Division
  - Chief, Executive Development Staff, Leadership Development Division
  - Branch Chief, Secretarial, Administration and Communications Training Division
  - Branch Chief, Washington Operations Training Division
  - Instructor, Contracts Processing, Intelligence Training Division
  - ADP Control Officer
  - Instructor, Computer Applications Branch, Information Systems Training Division
  - Branch Chief, Language Training Division
  - Chief, Research and Analysis, Language Training Division
  - Instructor, Foreign Language, Language Training Division
  - Plans Officer, Deputy Director for Curriculum
  - Program Evaluator, Deputy Director for Curriculum

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\*Available now

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